

## ADDENDUM

The following addendum is to the 04/01/12 Big Horn County Employee Handbook and applies to the following sections: **Travel and Expense**, **Workers' Safety and Compensation**, and **Sick Leave**.

Note:

**BLUE** font clarifies the policy and **RED** font is a change to the policy.

### **Travel & Expense**

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on Big Horn County business.

You must record all travel and business activities on Big Horn County Expense Report Form and submit it to Big Horn County elected officials and/or supervisors and to payroll with receipts for reimbursement.

**Note: Tips are not reimbursable by Big Horn County.**

### **Workers' Safety and Compensation**

Big Horn County provides Workers' Safety and Compensation insurance to all employees. The purpose of the insurance is to cover medical expenses and provide income benefits for employees who incur work related injuries and illness. Workers Compensation premiums are fully paid by the County. If you become ill or injured on the job, please get medical attention at once.

You must also report the details to your supervisor and human resources immediately. You must complete a report for every injury within 72 hours of the injury or illness, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled. Following the reporting, the employee shall contact the Personnel Office to obtain forms and contact information to work directly with Workers Compensation of Wyoming.

**Big Horn County will continue to pay health insurance premiums, as scheduled, for the employee during the time the employee is receiving Workers' Safety and Compensation payments.**

**There will be No Double Payment of compensation.**

An employee who is absent from work because of an occupational disability arising out of and in the course of his/her employment and which is compensable under the Workers' Safety and Compensation Law shall, in addition, be paid his/her sick leave wages for the number of days equal to his/her accumulated sick leave, **at the time of the accident. After that time, an employee will be paid by Workers' Compensation at the rate of 66.67% of their wages until they return to work full time.**

**An example would be: An employee has 3 days of sick leave accumulated in their sick bank; they would be paid in full by the County for those three days. The employee would have to reimburse the county, from their Workers' Compensation check for those three days at the 66.67% rate.**

Employees cannot draw from the sick leave bank while drawing Workers' Compensation.

## **Sick Leave**

### POLICY AS CURRENTLY STATED:

All accumulated sick hours in excess of 480 on June 30, will be paid and deducted from the sick leave accounts with the July payroll. Employees retiring or terminating with ten (10) years or more employment, or retiring or terminating at age 60 or above, (law enforcement retirement age by state statute); will be paid for any accrued and unused sick leave. Accrued sick leave will be paid within 5 days of termination for employees that qualify.

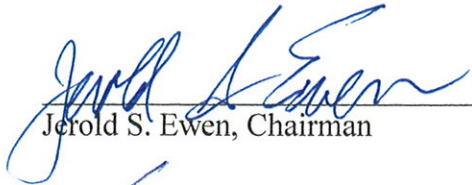
### **POLICY IS HEREBY CHANGED TO READ:**

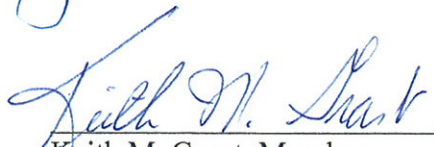
**There will not be a limit on the amount of sick leave that can be accrued.**

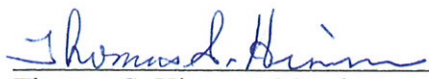
**Employees retiring or terminating with ten (10) years or more employment, or retiring or terminating at age 60 or above, (law enforcement retirement age by state statute); will be paid any accrued or unused sick leave not to exceed 240 hours total payout for full-time employees. Part-time employees will be paid at a pro-rated rate. Accrued sick leave will be paid within 5 days of termination for employees that qualify.**

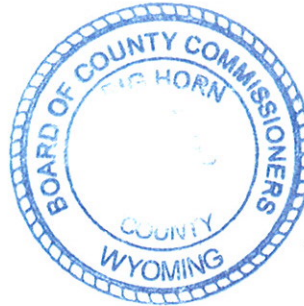
Big Horn County elected official and/or supervisor reserves the right to request a doctor's certificate for any sick days requested. If such a certificate is requested and you, the employee, cannot produce it, the absence may be considered unexcused, **and employees will not be paid for the time lost.**

**This addendum takes affect this 2<sup>nd</sup> Day of October, 2012.**

  
Jerold S. Ewen, Chairman

  
Keith M. Grant, Member

  
Thomas S. Hinman, Member



ATTEST:  
(Seal)

  
Debra LaBudda, Acting Big Horn County Clerk